



TOWN OF HILLSBOROUGH PERSONNEL POLICY

POLICY 414

CREATED 6/23/97

SUBJECT: DISPOSITION OF SURPLUS EQUIPMENT AND VEHICLES

PURPOSE: Define the procedure for disposing of surplus equipment and vehicles.

STATEMENT OF POLICY:

Because it creates a conflict of interest, California State law prohibits the direct sale of equipment or vehicles to officers of the Town.

When a Department Head has determined that a piece of equipment or vehicle is no longer needed by the department, the Department Head shall provide a written memo to the City Manager requesting that the property be disposed by one of the following means:

- reallocation to another Town department
- exchanged for cash credit towards purchase of replacement equipment or vehicles
- offered for sale directly to a public agency
- offered for sale at a public auction
- donated to another government agency or (with the approval of the City Council) a non-profit agency.

All funds received from the sale of equipment or vehicles shall be forwarded to the Finance Director and placed into the appropriate fund.

A memo explaining the disposition of fixed assets (equipment valued at \$300 or more at the time of purchase and useful life of 5 years or more) should be provided to the Finance Director.